

## DUTY STATEMENT

### Attorney

Employee's Name				Effective Date	
Classification <b>Attorney</b>				Division/Section/Unit <b>Office of General Counsel/Multifamily Programs</b>	
Immediate Supervisor				Supervisor's Classification <b>Assistant Chief Counsel</b>	
CBID <b>R02</b>	Class Code <b>5778</b>	Work Week Group <b>SE</b>	Time Base <b>Perm/Full Time</b>	Location <b>Sacramento</b>	
CalHFA's mission is investing in diverse communities with financing programs that help more Californians to have a place to call home.					
<b>DIVISION DESCRIPTION and POSITION SUMMARY</b> <p>The Office of General Counsel manages the legal affairs of CalHFA by providing advice on day-to-day operations and strategic initiatives. The Office of General Counsel also supports CalHFA's Asset Management, Financing, Single Family Lending, Multifamily Lending Programs, and the CalHFA Homeowner Relief Corporation (CalHFA HRC).</p> <p>Under supervision of the Assistant Chief Counsel, the Attorney performs transactional real estate finance work, conducts legal research and prepares legal memoranda. The exact nature of the transactional real estate work will vary depending upon the needs of the Agency.</p>					
<i>Conduct, Attendance and Performance Expectations</i>					
<p>This position requires the incumbent to maintain acceptable, consistent and regular attendance; communicate effectively orally and in writing in dealing with the public and/or other employees; develop and maintain knowledge and skills related to the position's specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to the Agency's policies and procedures regarding attendance, leave, and conduct.</p> <p>2 CCR § 172 – General Qualifications, states in pertinent part:          The incumbent is expected to possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.</p>					
<i>Percent of Time</i>		<i>Activity</i>			
45%		<b>ESSENTIAL FUNCTIONS</b> <b><u>Multifamily Lending</u></b> Reviews real estate and financial documents submitted to the Agency in support of loan applications for financial assistance under the financing programs of the Agency to develop multifamily rental housing. Work with Agency staff, borrowers, subordinate lenders, federal and local government agencies, title and escrow companies and related legal counsel for each represented party, to close loan transactions. Responsible for drafting transaction documents, including promissory notes, deeds of trust, regulatory agreements, subordination agreements, interagency agreements, loan agreements, escrow instructions and related documents. Analyzes transactions to ensure compliance with California real estate finance laws. Responsible for determining consistency with federal tax restrictions on revenue bond financing. Assists in the development of new products.			
30%		<b><u>Asset Management</u></b> Reviews, analyzes and drafts programmatic and transactional documents relating to project regulatory compliance and management of the portfolio of multifamily loans. Provide legal expertise on loan modifications and restructurings, transfers of assets, loan workouts, foreclosures, and related issues. Works			

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	with Agency staff in the administration of federal and state programs, e.g., housing pursuant to the Mental Health Services Act, federal Section 8 assistance, the HUD Risk Share insurance program, HUD 811 Rental Assistance Demonstration, etc. Collaborates with Agency staff, borrowers, project managers, federal and state agencies, and others to maintain loan portfolio.
10%	<p><b><u>Single Family Lending</u></b> Reviews, analyzes and drafts programmatic and transactional documents relating to the Agency's loan program and loan products. Works with Agency staff, originating lenders, loan servicers, title companies and other participants in single family finance transactions. Handles issues relating to the purchase of loans from originating lenders, as well as issues that arise post-purchase, including servicing of loans, foreclosures and other related matters. Provides legal advice, analyzes litigation and directs outside counsel on title disputes, property description disputes, surplus funds deposited with the Court, Quiet Title actions, including matters related to loans assumed from CalHFA MAC. Communicates with opposing counsel. Supports the creation and implementation of special programs, such as statewide mortgage relief and HUD housing counseling. Works with the General Counsel, the Assistant Chief Counsel and Attorney III in strategic planning in litigation and regulatory enforcement matters.</p>
10%	<p><b><u>Legislative/Regulatory Analysis</u></b> Analyzes, drafts, and provides advice or legal opinions to clients regarding legislation relating to affordable housing, real estate finance, and other issues as appropriate. Reviews and interprets Federal, State and local statutes, ordinances and regulations affecting Agency operations.</p>
5%	<p><b>MARGINAL FUNCTIONS</b> Attends and participates in educational and training programs, undertakes on-the-job training and self-study. Participate in staff meetings, attend training, provide work status reports, handle special projects, and other duties as assigned.</p>
	<p><b>KNOWLEDGE, SKILLS, AND ABILITIES</b> Additional Knowledge, Skills, and Abilities may be found in the classification specification.</p> <ul style="list-style-type: none"> <li>• Ability to analyze situations accurately, utilizing a variety of analytical techniques in order to make well informed decisions.</li> <li>• Ability to develop and evaluate alternatives.</li> <li>• Skill to gather, analyze and interpret data.</li> <li>• Ability to analyze and evaluate financial and accounting records and identify problems.</li> <li>• Ability to establish and maintain cooperative working relationships.</li> <li>• Knowledge of Legal research methods and performing research;</li> <li>• Knowledge of scope and character of California statutory law and of the provisions of the California Constitution</li> <li>• Knowledge of principles of administrative and constitutional law</li> <li>• Knowledge of trial and hearing procedure</li> <li>• Knowledge of rules of evidence</li> <li>• Knowledge of administrative law and the conduct of proceedings before administrative bodies</li> </ul> <p><b>WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Occasional overnight travel.</li> <li>• Work in a high-rise building.</li> <li>• Use computer keyboard and read from computer screens several hours a day.</li> </ul> <p><b>The following abilities are for most positions with or without an accommodation:</b></p> <ul style="list-style-type: none"> <li>• <b>VISION</b> – You must have sufficient vision to perform the following duties; prepare various forms;</li> </ul>

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	<p>proofread documents; read printed material, read from computer screen, and read handwritten materials.</p> <ul style="list-style-type: none"> <li>• <b>HEARING</b> – Your hearing must be sufficiently acute to perform following duties: Answer telephones; receive verbal information from outside sources; understand verbal instruction.</li> <li>• <b>SPEECH</b> – You must have sufficient ability to speak to perform following duties: Receive visitors; answer inquiries and provide verbal information or instruction.</li> <li>• <b>BENDING, STOOPING, KNEELING</b> – You must be able to bend at the knee or waist, stoop, and kneel to perform duties: Fill the copier with copy paper.</li> <li>• <b>SITTING OR STANDING</b> – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, tour facilities, sit at a desk for extended periods of time to perform division administrative duties that are mandatory for this position.</li> <li>• <b>CONCENTRATION</b> – You must be able to continuously concentrate to perform the following duties: Review and read records/documents, research, compose, analyze, compile, and update technical documents; multi-tasking; preparing various forms and documents.</li> </ul> <p><b>PERSONAL CONTACTS</b></p> <ul style="list-style-type: none"> <li>• Daily contact with all levels of departmental staff, and as well as representatives from other State and county agencies.</li> </ul> <p><b>SPECIAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Designated under Conflict of Interest Code.</li> <li>• Active membership in The California State Bar</li> </ul>	
<p><b>SUPERVISOR ACKNOWLEDGEMENT:</b></p> <p>I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.</p>		
Supervisor's Name	Supervisor's Signature	Date
<p><b>EMPLOYEE ACKNOWLEDGEMENT:</b></p> <p>I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)</p>		
Employee's Name	Employee's Signature	Date
<p><b>ANALYST'S STATEMENT: I have reviewed this Duty Statement.</b></p>		
Analyst's Name	Analyst's Signature	Date